

ABSTRACT OF THE DISCLOSURE

A sheet stacking apparatus including a first tray on which sheets discharged from an outlet are stacked, the first tray being movable between a  
5 stacking position at which sheets discharged from an outlet are stacked and a first retracted position above the staking position; a second tray on which sheets discharged from an outlet are stacked, the first tray being disposed below the first tray and  
10 being movable independently of the first tray, the second tray being movable between the stacking position and a second retracted position below the stacking position; and a controller that causes the second tray to descend when sheets are to be stacked  
15 on the first tray, the controller causing the second tray to stop descending when the second tray reaches a standby position where a distance between the outlet and a top surface of the sheets stacked on the second tray is a predetermined distance.

20